

**Data & Office Manager – Full Time Full Year, Grade 5**

Based at our Senior School Tankerville Terrace, Jesmond, Newcastle upon Tyne, NE2 3BA

Salary: £32,036 - £45,289 depending on experience.

Required for start as soon as possible.

Newcastle High School for Girls (NHSG) is seeking to appoint a **Data and Office Manager** on a full-time, full-year basis. You will be joining the school at an exciting time in the development of data systems in school which will shape both how the school uses data in the future and the administration function of the school. In addition, you will have the opportunity to work for the leading school for girls in the north of England and be part of the Girls Day School Trust (GDST), the largest network of independent girls schools in the UK.

As **Data and Office Manager** you will hold a key role in helping to deliver the school's aims. You will have responsibility for the management, development, and maintenance of the school's primary database (SIMS) and other data systems, working to deliver smarter and more strategic use of data and data systems in school. It will be within your remit to improve performance in all areas of school through the effective use of data and reporting. Alongside this, you will oversee, and line manage the school administration department, setting priorities to satisfy the needs of the school, and work to bring about best practices and organisational efficiencies.

To achieve this, you will work closely with key colleagues, both in the school and in the wider GDST network, and you will be supported by your own administration team and Data Officer.

In addition to being an experienced team leader, you will be highly skilled in the use of database systems and possess an exceptional level of organisational skills. Alongside this, you will have a determination to achieve and a passion for delivering first class customer service to all stakeholders.

You will hold a business administration related degree, and most likely a data related qualification. In addition, you will have substantial experience in developing and managing data bases. Extensive experience in the use of SIMS in an education setting will be a distinct advantage.

**We offer:**

Competitive rate of pay and conditions.

Membership of Defined Contribution Pension Scheme which offers flexibility in terms of both contribution levels and retirement options.

Access to the extensive GDST central training and development programme

Training grants for obtaining further qualifications.

Discounted fees for children at GDST schools.

Lunches: free lunches are provided to all staff during term time.

Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets.

Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home.

Cycle Scheme: The School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

A great working environment, atmosphere and location.

The application process will be completed by our online portal. Please click on link below: -

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=011667](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=011667)

**Closing date:** Monday 26<sup>th</sup> July at noon. You must be available for interview on Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> August.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

NHSG and GDST are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Applications will be considered only from candidates who are eligible to work in the UK.